

Volume No. 3—Automated Systems Applications	<b>TOPIC NO.</b>	<b>70330</b>
Function No. 70300—FAACS Online	<b>TOPIC</b>	<b>ERROR CORRECTION</b>
	<b>DATE</b>	October 2003

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## Overview

### Introduction

FAACS screens contain systems edits that are intended to ensure that all data entered in to FAACS is valid in terms of the requirements for each data element. Invalid data is almost always detected by the screen edits. If any of the required fields have been omitted or if data entered was not valid, you will get a message that the transaction is incomplete when you click on “**accept**”. You will get an error message at the bottom of the screen and the data element(s) that are incorrect will be highlighted in red. Go to the data elements with incorrect data and correct them. Click on “**accept**” and this time the message should indicate a successful outcome.

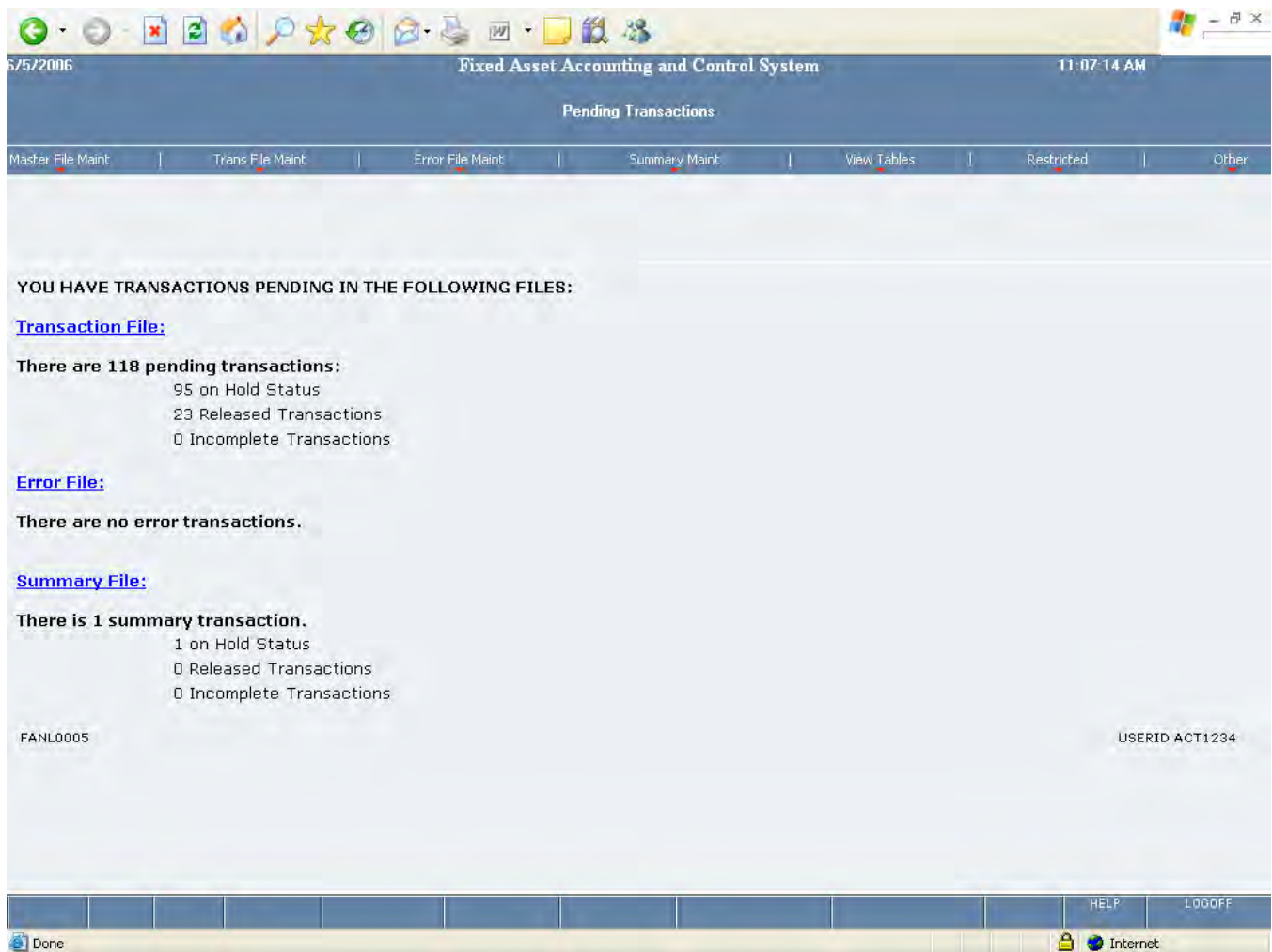
The underlying batch FAACS system has more extensive COBOL coding than can be included in the screen edits. Occasionally, invalid data may pass the screen edits but still be caught during the nightly edit update process. If this happens, the transaction will go to the FAACS error file the next day rather than the master file. Error file items are rare, but should be corrected as timely as possible.

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## Procedures

### Error Corrections

When you log on to FAACS, you will come to the **“Pending Transactions”** screen. The Pending Transactions screen may be accessed at any time from **“Other”** on the navigation bar as well. If you have any error file items, the Pending Transactions screen will indicate this situation.



Error file items must be corrected from the error file. To correct error file items, you may either click on **Error File** on the Pending Transactions screen or you may access the error file from the **“Error File Maint”** navigation bar.

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## Procedures, Continued

### Error Corrections continued

To view error file items, you may click on “Listing/Select” and click on “View”. If you do not have any error file items, the screen will indicate that no records exist on the error file.

6/5/2006 Fixed Asset Accounting and Control System 11:08:12 AM

Error File Listing/Select

Master File Maint | Trans File Maint | Error File Maint | Summary Maint | View Tables | Restricted | Other

Records 1 - 0 of 0

AGY	CAT	ID NUM	ACTION	DESCRIPTION	ACQ DATE	DISP	FUND AMOUNT	# ERRS
FANL0310B								

USERID ACT1234

PREVIOUS NEXT HELP LOGOFF

Done Internet

If there are any error file items, they will be accessed. To correct items, bring up the detail screen and click on “**Edit**”. Error file items are treated similarly to incomplete transactions. That is, the data element(s) that are in error will be highlighted in red and relevant error messages will show at the bottom of the screen. Determine what the valid data should be and then tab to the invalid data elements and key in the correct information. Click on “**Accept**” and you should get a message that indicates that the error(s) have been corrected.

The corrected transaction will go into the nightly edit update and should show up on the master file on the next business day.

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## Contacts

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